

**ELK TOWNSHIP  
COMMITTEE WORK SESSION MINUTES  
February 16, 2016**

The work session of the Elk Township Committee was held on the above date in the Municipal Building. The meeting was called to order by Mayor Poisker at 7:30PM.

The Open Public Meeting Notice was read.  
The Salute to the Flag was recited.

**ROLL CALL:** Present were: Mrs. Nicholson, Mr. Rambo, Mrs. Sammons, Ms. Yenner, Mayor Poisker, Mr. Considine, CFO, Mrs. Pine, Township Clerk and Dave Strout, Risk Management Consultant.

**PUBLIC PORTION** on Agenda Items only.

Motion by Ms. Yenner to open the meeting to the public, seconded by Mrs. Nicholson, all were in favor, motion carried.

Mayor Poisker asked if anyone had any questions concerning the item on the agenda to come forward at this time.

No one came forward.

Motion by Ms. Yenner to close the public portion, seconded by Mrs. Nicholson, all were in favor, motion carried.

**RESOLUTION:**

**R-31-2016** – Resolution Appointing Pete Conners to the Elk Township Economic Development Committee

Motion by Mrs. Sammons, seconded by Mrs. Nicholson to adopt and approve said Resolution, all were in favor motion carried.

**TOPICS:**

As part of the annual accomplishments the topic of Safety needs to be on the Committee Agenda at least once a year. Dave Strout, Risk Management Consultant was present to talk to committee and answer any questions committee may have. The Annual Safety Breakfast for this year, being the JIF's 25<sup>th</sup> Anniversary will be more celebratory and will be held on April 5<sup>th</sup>. Mr. Strout stated the township is in good hands, with Mrs. Pine keeping things organized. The township reports were in very good standing and the township received high marks in 2015. A special acknowledgement again is going out to Dave Alexander and his safety report on the play grounds in the township. His report is going to be used as a sample case for other municipalities.

The 2015 year-end figures are not available to date.

Mr. Strout gave some 25<sup>th</sup> Anniversary highlights for the JIF. There were 9 original charter members and they are up 36 members. Over the 25 years they have returned \$12,761, 861 dollars in dividends to the municipalities and as of 9/30/2015 have \$18,050,744 in surplus. They are very stable financially.

As a small town there is a lot of paper work that has to be completed each year and the employees and volunteers should be commended on the great job that they do.

The township will be receiving \$2275 in Safety Incentive Program, \$1500 in Optional Safety Budget and \$750 in Wellness Program. With this in mind it was mentioned to possibly purchase 2 body cameras for the police or a computer with stand for a police car and a new projector. It was also mentioned about upgrading the lights in the back of the building. Mayor Poisker asked to consider all areas of safety for consideration and committee will be discussing at a later meeting.

The school is having an issue with the trash only being picked up 1 time a week. They would like to know if their trash can be picked up 2 times a week. The contract states the trash at the municipal building and park are to be picked up 2 time a week. The trash company will be contacted to see if they can help. It

was also mentioned that Gold Medal is also throwing trash cans and not placing them back in the yards. Gold Medal will be contacted with the issues.

Each year the township needs to have a recycle report completed by a Certified Recycling Professional. For the last 4 years Steven Alexander has been completing the report for the township for \$595. Committee is okay with Mr. Alexander completing the report for the township again this year.

**PUBLIC PORTION:**

Motion by Ms. Yenner to open the meeting to the public, seconded by Mrs. Nicholson, all were in favor, motion carried.

Mayor Poisker asked if anyone had any questions or comments or an issue they would like to bring to the township committees attention to come forward at this time.

No one came forward.

Motion by Mrs. Nicholson to close the public portion, seconded by Mrs. Sammons, all were in favor, motion carried.

**PAY BILLS:**

Motion by Mrs. Sammons to Pay the Bills, seconded by Mrs. Nicholson, upon roll call motion was carried.

Roll Call:	Mrs. Nicholson	Yes
	Mr. Rambo	Yes
	Mrs. Sammons	Yes
	Ms. Yenner	Yes
	Mayor Poisker	Yes

Motion by Ms. Yenner to adjourn, seconded by Mr. Rambo, all were in favor, the meeting was adjourned at 7:59PM.

Respectfully Submitted,



Debora R. Pine, RMC, CMC  
Township Clerk

**RESOLUTION R-40-2016**

**RESOLUTION APPOINTING PETE CONNERS TO THE ELK TOWNSHIP  
ECONOMIC DEVELOPMENT COMMITTEE**

**WHEREAS**, there exists a vacancy on the Elk Township Economic Development Committee; and

**WHEREAS**, Pete Conners has expressed an interest in serving on the committee; and

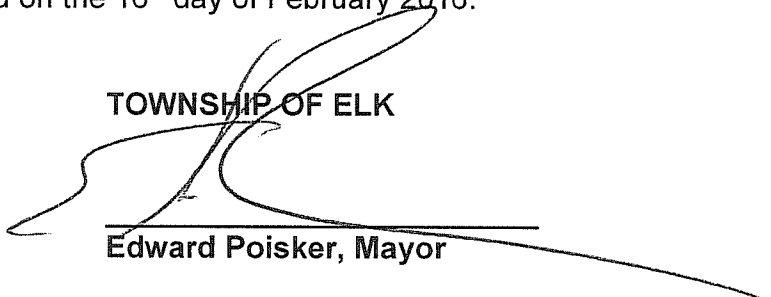
**WHEREAS**, the following appointment is hereby made to Economic Development Committee to fill the unexpired term:

<b>Appointee</b>	<b>Term Expires</b>
Pete Conners	12/31/2017

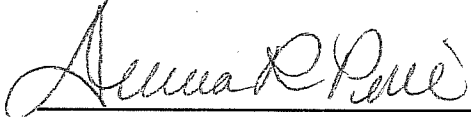
**NOW, THEREFORE, BE IT RESOLVED** that the appointment set forth above, is hereby made, accepted and confirmed upon the adoption of this Resolution,

**THIS RESOLUTION IS DULY ADOPTED** by the Township Committee of the Township of Elk at its regular meeting held on the 16<sup>th</sup> day of February 2016.

**TOWNSHIP OF ELK**

  
**Edward Poisker, Mayor**

**ATTEST:**



**DEBORA R. PINE, Township Clerk**

# BILL APPROVAL

## February 16, 2016

### Bank Wires, Manual and Interim Checks

**GENERAL ACCOUNT:**

1) Elk Township	16-00132	\$67,104.24
2) The Bank of New York	16-00130	\$19,656.25
3) Ford Motor Credit	16-00121	\$9,253.17

**DOG ACCOUNT:**

1) NJ Advance Media	16-00145	\$285.00
2) David Alexander	16-00160	\$120.00
3) Donald Ash	16-00159	\$90.00
4) Danielle Considine	16-00155	\$60.00
5) Christine Yenner	16-00154	\$60.00
6) Debora Pine	16-00161	\$200.00
7) William Pine	16-00158	\$70.00
8) Abigail Potrzuski	16-00156	\$50.00
9) Raccoon Valley Animal Hospital	16-00162	\$315.00
10) Emma Stratoti	16-00157	\$50.00

**GENERAL CAPITAL:**

1) NJ Advance Media	16-00147	\$53.39
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**ELMER ESCROW:**

1) Federici and Akin	16-00163	\$7,202.00
2) Eric Riso, Esq.	16-00164	\$300.00
3) Weir & Partners, LLP	16-00165	\$465.00

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G/L Credit: Budget G/L Credit

Check No.	Check Date	Vendor # Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc	Date Item Description		Description					
	02/16/16	A0260 ATLANTIC CITY ELECTRIC		5 COLLINS DRIVE					
16-00129	02/07/16	1 STREET LIGHTS	12.30	6-01- -037-222	Budget	Aprv	21	1	
16-00129	02/07/16	2 STREET LIGHTS	30.29	STREET LIGHTING EXPENSE	Budget	Aprv	22	1	
16-00129	02/07/16	3 STREET LIGHTS	83.13	STREET LIGHTING EXPENSE	Budget	Aprv	23	1	
16-00129	02/07/16	4 ELECTRIC	864.24	STREET LIGHTING EXPENSE	Budget	Aprv	24	1	
16-00129	02/14/16	5 ELECTRIC	1,867.94	6-01- -037-223	Budget	Aprv	25	1	
16-00129	02/14/16	6 ELECTRIC	289.85	ELECTRICITY	Budget	Aprv	26	1	
16-00129	02/14/16	7 ELECTRIC	398.00	ELECTRICITY	Budget	Aprv	27	1	
16-00129	02/14/16	8 STREET LIGHTS	8.70	6-01- -037-222	Budget	Aprv	28	1	
16-00129	02/14/16	9 STREET LIGHTS	38.95	STREET LIGHTING EXPENSE	Budget	Aprv	29	1	
16-00129	02/14/16	10 STREET LIGHTS	8.69	STREET LIGHTING EXPENSE	Budget	Aprv	30	1	
16-00129	02/14/16	11 STREET LIGHTS	11.30	STREET LIGHTING EXPENSE	Budget	Aprv	31	1	
			<u>3,613.39</u>	STREET LIGHTING EXPENSE					
	02/16/16	A0359 AUTO SHINE CAR WASH		300 NORTH BLACK HORSE PIK					
16-00118	02/04/16	1 DECEMBER SERVICE	22.50	5-01- -029-225	Budget	Aprv	12	1	
			<u>22.50</u>	MISCELLANEOUS					
	02/16/16	D0138 CHARLES DEFALCO							
16-00139	02/10/16	1 AR-15 FRONT SIGHT	49.99	6-01- -029-236	Budget	Aprv	35	1	
16-00139	02/10/16	2 AR15-SLING,GAS TUBE, ETC	419.09	EQUIPMENT & SUPPLIES	Budget	Aprv	36	1	
16-00139	02/10/16	3 BELTS,GLOVES	206.56	6-01- -029-236	Budget	Aprv	37	1	
			<u>675.64</u>	EQUIPMENT & SUPPLIES					
	02/16/16	D0160 H.A. DEHART & SON		311 CROWN POINT ROAD					
16-00126	02/07/16	1 WHEEL ASSEMBLY	939.60	6-01- -061-238	Budget	Aprv	18	1	
			<u>939.60</u>	PUB WORKS VEHICLE MAINT-MAJOR					
	02/16/16	D0365 DOCUVAULT DELAWARE VALLEY, LLC		PO BOX 176					
16-00122	02/07/16	1 RECORD STORAGE	90.78	6-01- -043-225	Budget	Aprv	14	1	
			<u>90.78</u>	MISCELLANEOUS					

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TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
16-00133	02/09/16	02/16/16 D0395 DONNELLY RITIGSTEIN 1 PROSECUTOR SERVICES - 2016	3,750.00 <u>3,750.00</u>	132 KINGS HIGHWAY EAST 6-01- -018-225 PROSECUTOR OE	Budget	Aprv	32	1
16-00123	02/07/16	02/16/16 G0020 GCIA 1 TIPPING JANUARY	4,689.32 <u>4,689.32</u>	254 COUNTY HOUSE ROAD 6-01- -038-221 TIPPING FEES	Budget	Aprv	15	1
16-00149	02/14/16	02/16/16 G0160 G.F.O.A. OF NEW JERSEY 1 MEMBERSHIP-CONSIDINE,STEPHEN	90.00 <u>90.00</u>	308 WEST STATE STREET 6-01- -013-229 ASSOCIATIONS DUES & FEES	Budget	Aprv	46	1
16-00146	02/11/16	02/16/16 G0300 NJ ADVANCE MEDIA 1 PROFESSIONAL SERVICES	89.26	PO BOX 784587 6-01- -043-228 ADVERTISEMENTS	Budget	Aprv	40	1
16-00146	02/11/16	2 OFFICIAL NEWSPAPERS	33.37	6-01- -043-228 ADVERTISEMENTS	Budget	Aprv	41	1
16-00146	02/11/16	3 MEETING SCHEDULE	127.31	6-01- -043-228 ADVERTISEMENTS	Budget	Aprv	42	1
16-00146	02/11/16	4 PLANNING ZONING MEETINGS	80.46	6-01- -023-228 ADVERTISEMENTS	Budget	Aprv	43	1
16-00146	02/11/16	5 PROFESSIONAL SERVICES	59.23 <u>389.63</u>	6-01- -043-228 ADVERTISEMENTS	Budget	Aprv	44	1
16-00076	01/24/16	02/16/16 G0340 GLOU.CO.POLICE CHIEF ASSOC. 1 2016 DUES-CHIEF DEFALCO	400.00 <u>400.00</u>	HARRISON TWP POLICE DEPT. 6-01- -029-229 ASSOCAITION DUES & FEES	Budget	Aprv	2	1
16-00110	02/02/16	02/16/16 H0275 HOME DEPOT 1 CORDMATE AND PH LINE CORD	22.41 <u>22.41</u>	2735 ROUTE 42 6-01- -050-223 OFFICE SUPPLIES	Budget	Aprv	8	1
16-00083	01/28/16	02/16/16 I0050 IACP 1 2016 MEMBERSHIP-DEFALCO	150.00 <u>150.00</u>	PO BOX 62564 6-01- -029-229 ASSOCAITION DUES & FEES	Budget	Aprv	4	1
16-00087	01/28/16	02/16/16 J0163 BOB JOHNSON'S COMPUTER STUFF 1 COMPUTERS-NEW POLICE VEHICLES	2,147.95 <u>2,147.95</u>	32 ARTISAN DRIVE 6-01- -029-236 EQUIPMENT & SUPPLIES	Budget	Aprv	5	1
16-00127	02/07/16	02/16/16 M0018 MAJESTIC OIL COMPANY, INC. 1 2/3 UNLEADED	412.56	2104 FAIRFAX AVENUE 6-01- -037-226 GASOLINE/DIESEL	Budget	Aprv	19	1
16-00151	02/14/16	1 2/10-UNLEADED	338.25	6-01- -037-226	Budget	Aprv	47	1

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TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

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Check No. PO #	Check Date Enc Date	Vendor # Name Item Description	Payment Amt	Street 1 of Address to be printed on Check Charge Account Description	Account Type	Status	Seq	Acct
			<u>750.81</u>	GASOLINE/DIESEL				
16-00128	02/07/16	02/16/16 M0057 MUNI CLERKS ASSN OF GC 1 2016 DUES-PINE,DEBORA	150.00	CHRISTINE NEWCOMB-MC 6-01- -043-229 ASSOCIATION DUES & FEES	Budget	Aprv	20	1
			<u>150.00</u>					
16-00124	02/07/16	02/16/16 N0025 NEXTEL/SPRINT COMMUNICATION 1 944312212-MONTHLY SERVICE	370.98	PO BOX 4181 6-01- -037-224 TELEPHONE	Budget	Aprv	16	1
			<u>370.98</u>					
16-00140	02/10/16	02/16/16 N0045 NJ STATE ASSOC. CHIEFS POLICE 1 DEFALCO,CHARLES MEMBERSHIP	275.00	751 ROUTE 73 NORTH 6-01- -029-229 ASSOCIATION DUES & FEES	Budget	Aprv	38	1
			<u>275.00</u>					
16-00077	01/24/16	02/16/16 00260 OFFICE PRODUCTS 1 FILE FOLDERS,CARTRIDGES,	255.85	70 SEWELL STREET 5-01- -029-223 OFFICE SUPPLIES	Budget	Aprv	3	1
			<u>255.85</u>					
15-00930	11/18/15	02/16/16 P0075 PARALLEL EDGE, INC. 1 SERVER MAINTENANCE	261.69	126 E. BEECHTREE LANE 5-01- -011-333 GENERAL ADMIN - EQUIP. MAINT.	Budget	Aprv	1	1
			<u>261.69</u>					
16-00120	02/04/16	02/16/16 P0100 PAULSBORO PRINTERS LLC 1 OUTSIDE WORK ASSIGNMENT BOOKS	159.00	22 EAST WASHINGTON AVENUE P-07- -990-000 POLICE OFF DUTY ACCOUNT	Budget	Aprv	13	1
			<u>159.00</u>					
16-00152	02/14/16	02/16/16 P0300 PETRONI & ASSOCIATES, LLC 1 SUPP DEBT STMT/EDMUNDS ASSIST	3,237.50	P.O. BOX 279 5-01- -013-231 AUDITOR EXPENSES	Budget	Aprv	48	1
16-00153	02/14/16	1 ANNUAL DEBT/UNAUDITED FIN STMT	10,000.00	6-01- -060-299 AUDIT FEES	Budget	Aprv	49	1
			<u>13,237.50</u>					
16-00093	01/28/16	02/16/16 Q0401 QUILL CORPORATION 1 PREINKED STAMP	13.74	PO BOX 37600 6-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	6	1
16-00094	01/28/16	1 HANGING FILES,POSTITS,TAPE,	533.71	6-01- -043-223 OFFICE SUPPLIES	Budget	Aprv	7	1
			<u>547.45</u>					
16-00113	02/02/16	02/16/16 R0452 REX J. ROLDAN, ESQ. 1 2016 PUBLIC DEFENDER - 1ST Q	1,500.00	900 ROUTE 168 6-01- -051-221 PUBLIC DEFENDER OE	Budget	Aprv	9	1
			<u>1,500.00</u>					

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TOWNSHIP OF ELK  
Check Payment Batch Verification Listing

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Check No.	Check Date	Vendor #	Name	Payment Amt	Street 1 of Address to be printed on Check	Charge Account	Account Type	Status	Seq	Acct
PO #	Enc Date	Item	Description		Description					
16-00148	02/11/16	1	02/16/16 S0255 SENTINEL NEWSPAPER ADVERTISING	30.00	6-01- -043-228	Budget	Aprv	45	1	
				30.00	ADVERTISEMENTS					
16-00142	02/11/16	1	02/16/16 T0150 TANGY'S AUTO SERVICE 08DODGE-FRONT CONTROL ARM,ETC	449.51	206 STANGER AVE 6-01- -061-226	Budget	Aprv	39	1	
				449.51	POLICE VEHICLE MINOR REPAIR					
16-00125	02/07/16	1	02/16/16 T0200 TAG'S AUTO SUPPLY, INC FILTER	40.40	12 W. HIGH STREET 6-01- -061-226	Budget	Aprv	17	1	
				40.40	POLICE VEHICLE MINOR REPAIR					
16-00117	02/04/16	1	02/16/16 T0392 WESLEY TILDEN REIMBURSE-SPAM FILTER/BACKUP	30.16	6-01- -029-225	Budget	Aprv	11	1	
16-00137	02/10/16	1	REIMBURSE- CLOUD BACKUP/SPAM	32.29	MISCELLANEOUS 6-01- -029-223	Budget	Aprv	33	1	
				62.45	OFFICE SUPPLIES					
16-00138	02/10/16	1	02/16/16 W0162 RYAN WELLS REIMBUSE SCHOOL REGISTRATION	25.00	6-01- -029-226	Budget	Aprv	34	1	
				25.00	EDUCATIONS & CONFERENCES					
16-00116	02/04/16	1	02/16/16 W0400 STEVEN WOJCIECHOWSKI REIMBURSE-GLOCK MAG EXTENSIONS	63.84	6-01- -029-236	Budget	Aprv	10	1	
				63.84	EQUIPMENT & SUPPLIES					

Checks:	<u>Count</u> 29	<u>Line Items</u> 49	<u>Amount</u> 35,160.70
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There are NO errors or warnings in this listing.